



Classification: Assistant Director/Section Chief - Information & Communications
Technology Division
Title Code: V07439
Pay Range: E07

POSITION SUMMARY:

This position is responsible for overseeing the Communications section of the Information and Communications Technology Division (ICTD), which is made up of the Operations and Training unit, the User Support unit and the Infrastructure Support unit. This Section Chief / Assistant Director position directly supervises the Section Chiefs assigned to the ICTD.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises, directs the activities, and provides technical counsel to the Section Chiefs assigned to the ICTD.

Assists the Director of ICTD with all Patrol communications related activities and assignments.

Plans and suggests methods for the improvement or upgrading of radio communications and improvement or utilization of equipment.

Reviews inventory records showing the location of all of the Patrol's fixed radio/electronic equipment.

Ensures necessary procedures are followed and required files containing technical data are maintained as required by the Federal Communications Commission and assures that all Patrol's licensing agreements/contracts are in compliance with rules and regulations.

May be required to prepare technical specifications necessary for bids to evaluate/purchase equipment for system improvement.

May serve as Acting Director of the ICTD if so designated.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Federal Communications Commission and Federal Aviation Administration rules and regulations, which pertain to the Patrol and procedures, required to achieve and maintain compliance.

Working knowledge of the resolution of communications interference issues in the current federal regulatory environment.

Working knowledge of the telecommunications systems utilized by the Patrol, including telephone and data wiring topology, and our wired and wireless communications infrastructure.

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Working knowledge of the policies and procedures of the User Support Unit, Operations Unit, and Infrastructure Support Unit of the Information and Communications Technology Division and how they cooperatively support the general responsibilities of the division.

Working knowledge of the Patrol's purchasing procedures and guidelines.

Knowledge of the basic principles and techniques of supervision.

Ability to work closely with others as a cooperative team and display team leadership.

Ability to understand and follow written and oral instructions.

Ability to communicate effectively in oral and written form.

Ability to plan, assign, and direct the work of others.

Ability to make decisions in accordance with laws, policies and regulations and apply these to work problems.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Must have served a minimum of one year as a Chief Technician or Chief Operator within the Patrol.

NECESSARY SPECIAL REQUIREMENTS:

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

Must be a resident of Missouri throughout employment.

Must be of good moral character and never been convicted of a felony or any crime involving moral turpitude.

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Pursuant to General Order 26-04, uniformed civilian employees hired after January 25, 1995, will not have tattoos/brands that a reasonable person would find offensive, such as tattoos/brands depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any tattoos/brands on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body, which would be visible while in uniform. Radio Personnel will adhere to hair regulations pertaining to length, style, and color. Radio Personnel will adhere to restrictions that limit the type and style of jewelry displayed or discernable on other parts of the body. Radio Personnel will not wear any personal or elective item that has the potential to inhibit clear speech during routine and emergency situations. These items include, but are not limited to, tongue jewelry, studs, inserts or item associated with mouth and tongue piercing.

FLSA STATUS: Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.